

## **AMESBURY RETIREMENT BOARD MEETING**

**Wednesday, October 27, 2021 @ 1:30 PM**

**Nicholas J. Costello Transportation Center**

**Railroad Street, Amesbury, Massachusetts**

**The meeting was called to order at 1:30 PM.** Due to construction constraints, the meeting was held at the DPW Conference Room located at 39 South Hunt Road, Amesbury MA. Information of the location change was posted on the Amesbury Retirement website and posted at the Transportation Center.

**In Attendance – Board Members:** Donna Cornoni; Bonniyo Kitchin; Angel Wills; David Van Dam

**Retirement Administrator:** Kevin A. Caira

**Absent:** Board Member Craig Bailey

**Also in attendance for the purpose of a presentation regarding PTG Employee Self Service Portal:**

Stephan Georgacopoulos, Director of Northeast Markets.

Motion was made by Bonniyo Kitchin and seconded by Donna Cornoni to invert the order of business to discuss and receive a presentation on an Employee Self Service Portal by Stephan Georgacopoulos, Director of Northeast Markets with Pension Technology Group (PTG). Unanimous vote to begin with the agenda item, New Business. The presentation demonstrated new features to the PTG program which would allow Employees and Retirees access to demographic & contact information, beneficiary information, service history, deductions & earnings, salary history, annuity savings balance history, 1099R information, income verification form, direct deposit form, change of address & beneficiary forms, annuity savings balance & payment history. The functionality of the program will also allow for employees and retirees to send messages to retirement staff. Employees/Retirees would have to use personal emails and self-register and create a verification pin number. Board Members thanked Mr. Georgacopoulos for his presentation and agreed that this new programming would be beneficial. Motion made by Bonniyo Kitchin and seconded by David Van Dam to revert back to the original agenda. Unanimous vote to approve.

### New Member Enrollments

Motion made by Angel Wills and seconded by David Van Dam to accept the New Member Enrollment Forms for:

**City of Amesbury/School Department:** Daniel A. Leveille, Van Driver.

**City of Amesbury/School Department:** Sarah B. St. John, SPED Secretary.

**City of Amesbury/School Department:** Megan M. Black, AHS Library Administrative Assistant.

**City of Amesbury/School Department:** Tyler K. Chase, Multipurpose Facilities Manager.

**City of Amesbury/School Department:** Sidney E. Socha, Paraprofessional.

**City of Amesbury/School Department:** Susan K. Wilkinson, Paraprofessional.

**City of Amesbury/School Department:** Sandra E. Protopapas, Paraprofessional.

**City of Amesbury/Library:** Rebecca D. McBrien, Youth Services Assistant.

**City of Amesbury/MIS:** Deborah Saia, Share Point Administrator.

**City of Amesbury/Inspection Department:** Vincenzo Tirone, Inspectional Services Director.

**City of Amesbury/Public Works:** Arnold W. Adams, Jr., Laborer.

Unanimous vote to approve.

### Buybacks/Redeposits

The Board received a letter from the Middlesex County Retirement System (MCRS) in response to a Transfer/Buyback Breakdown request for Angela J. Cleveland. MCRS response: "This individual is not a member of the Middlesex County Retirement System."

### Refunds

The following individuals are due partial refunds for retirement deductions taken in error from their vacation payouts: Kerry Ann Remillard, Head of Technology Services with the Amesbury Library (\$253.65); and Katherine M. Szuplat, Library Assistant with the Amesbury Library (\$236.04). Motion made by Bonniyo Kitchin and seconded by Donna Cornoni to approve the partial refunds. Unanimous vote to approve.

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Transfer

The Board received a request from the Massachusetts Teachers' Retirement System (MTRS) to transfer the account of Jessica L. Ladd, former Paraprofessional with the Amesbury School Department. The total amount of creditable service to be transferred is 2 years and 9 months (2.7500). Total amount to be transferred is \$6,680.12. Motion made by Bonniyo Kitchin and seconded by Angel Wills to transfer the account and creditable service of Ms. Ladd to the MTRS. Unanimous vote to approve.

The Board received a request from the Middlesex County Retirement System (MCRS) to transfer the account of Kaila R. Sauer, former Permit Coordinator with the Amesbury Community and Economic Development Department. The total creditable service to be transferred is 1 year and 10 months (1.8333). Total amount to be transferred is \$7,351.99. Motion made by Donna Cornoni and seconded by Angel Wills to transfer the account and creditable service of Ms. Sauer to the MCRS. Unanimous vote to approve.

Retirements

The Board received an Application for Voluntary Superannuation Retirement from Pamela M. Locke, Network Coordinator with the Amesbury MIS Department. Ms. Locke is requesting retirement from Group 1 as of 11/20/2021. Motion made by David Van Dam and seconded by Bonniyo Kitchin to accept application subject to calculation approval from the Public Employee Retirement Administration Commission (PERAC). Unanimous vote to approve.

The Board received an approval letter from PERAC through PROSPER for James Dion (DOR 06/30/2021).

The Board received an email from Catherine Coco changing retirement date from 08/31/2021 to 09/01/2021.

The Board received an email from Susan L. O'Hala changing retirement date from 08/31/2021 to 09/01/2021.

Motion made by Bonniyo Kitchin and seconded by Donna Cornoni to accept the retirement date changes for Ms. Coco and Ms. O'Hala. Unanimous vote to approve.

The Board received an email dated October 6, 2021 from Mayor Gove informing City Hall and City Departments of the passing of Mark Lester, Data Collector with the Assessor's Office. Mark passed away October 5, 2021. Mark selected an Option D Beneficiary.

The Board received emails dated October 17 and 19, 2021 from Dawn Lester, spouse of Mark (Lester) providing a Death Certificate and letter waiving her benefit of a pension allowance to the Option D Beneficiary. Motion made by David Van Dam and seconded by Donna Cornoni accepting the letter from Dawn Lester waiving her benefit of a pension allowance. Unanimous vote to approve.

The following Items were reviewed and approved:

- October 2021 Payroll Warrant.
- October 2021 Cash Disbursements Warrant.
- October 2021 Vendor Payment Warrant.
- September 2021 PRIT Report.
- September 2021 MM Bank Reconciliation.
- September 2021 Checking Account Reconciliation.
- September 29, 2021 Minutes.

PERAC Memorandums that were reviewed:

- PERAC #26...September 30, 2021.....Mandatory Retirement Board Member Training – 4<sup>th</sup> Quarter 2021.
- PERAC #27...October 07, 2021.....Appropriation Data Due October 31, 2021.
- PERAC #28...October 19, 2021.....Buying Back Elected Official Service Time.

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Correspondence

Email received dated October 13, 2021 from Dale Kowacki, Executive Director, Franklin Regional Retirement System announcing their new location: 101 Munson Street, Suite 108, Greenfield MA 01301.

Email and attachment received dated October 14, 2021 from the City of Amesbury regarding Annual Report and Election News.

Email received dated October 15, 2021 from George Nsia, PERAC Auditor regarding questions to complete the review of the 2020 Annual Statement. Were there “interfund transfers of 10-year inactives from ASF to PFS” and “are there any outstanding buybacks not recorded to the G/L?”

Email received dated October 20, 2021 from Diane M. Lloyd, Support Analyst with the State Retirement Board indicating that the 3(8)(c) billing process and balance has been corrected.

Email and attachment received dated October 21, 2021 from Chris LaFlamme, Assistant Director with Plymouth County Retirement System providing their Fall Winter 2021 Newsletter.

The Board received two emails dated October 8, and 22, 2021 from the Mass Retirees regarding: *What about the WEP? And What's inside the November Voice.*

New Business

Presentation by Stephan Georgacopoulos, Director of Marketing for PTG regarding: Employee Self Service Portal. This agenda item was voted to be taken up first at the beginning of this (October 27, 2021) Board meeting.

Old Business

Board to discuss the Application for Disability Retirement, Physician’s Statement(s) and related documentation from the Law Offices of Nicole D. Sullivan for Ms. Heather Ryan, Paraprofessional with the Amesbury School Department: After reviewing the documents it was determined that certain medical records were missing. A request will be sent for the missing medical records. The Board discussed having an evidentiary hearing before voting on a Medical Panel. Motion made by Bonnijo Kitchin and seconded by David Van Dam to table further action until all medical records are received. Unanimous vote to table until all medical documents are received.

Reminder: Francesco Daniele, Director of Client Services from the Pension Reserves Investment Management Board (PRIM) is scheduled to attend the November 17, 2021 meeting to review the investments of the Amesbury Retirement System.

Next Board Meeting

Wednesday, November 17, 2021.

Discussion of topics not reasonably anticipated by the chair 48 hours before the meeting.

Having completed all business, Motion made by David Van Dam and seconded by Angel Wills and voted unanimously to adjourn meeting at 2:55 PM.